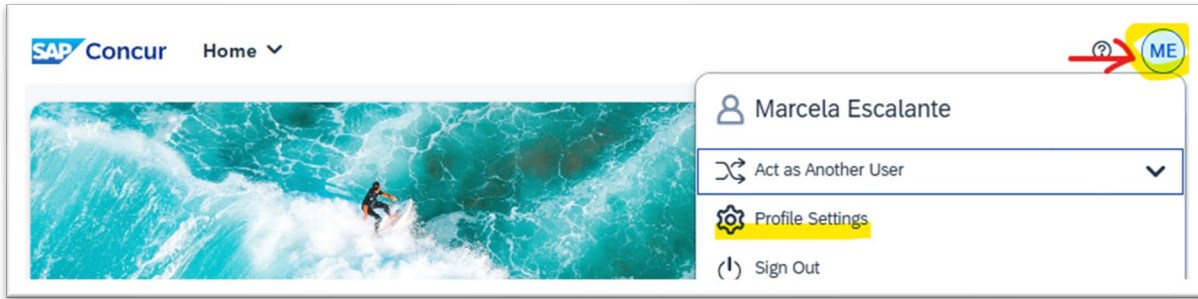
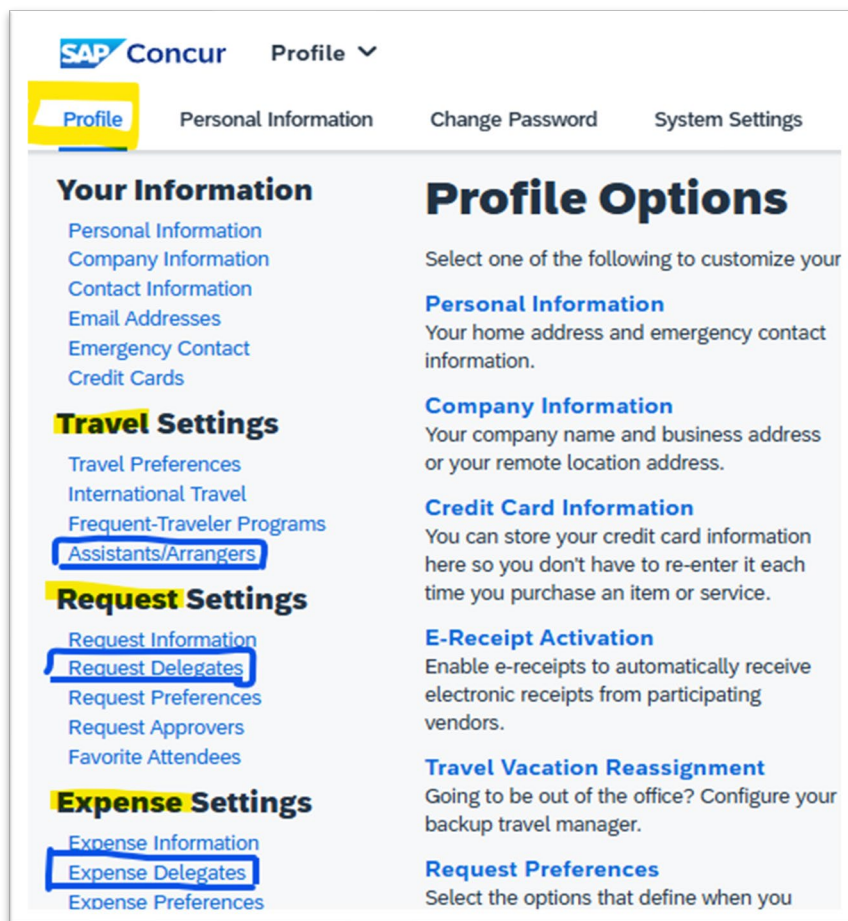


How to Add Travel Arranger/Delegate in iTravel+

1. Login to “MyUTRGV” >> Click on the **iTravel+ icon** to access the travel system.
2. Click on the **small circle with your Initials** (top right corner) >> Click the “**Profile settings**”.



3. A traveler needs to **set up Arrangers and Delegates** to grant permissions to your profile. The following permissions are needed:
 - **Travel Assistant:** The Travel Arranger person will be able to book your flights, car rental, hotel.
 - **Request Delegate:** The Request Delegate will be able to prepare and submit travel requests.
 - **Expense Delegate:** The Expense Delegate will be able to prepare and submit your travel reimbursements, mileage, and business expense reimbursements [BER]
4. On the **Profile** tab click on each Arranger/Delegate link to grant permission.



How to Add Travel Arranger/Delegate in iTravel+

Assistants and Travel Arrangers

[Go to top](#)

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

☐ Refuse Self Assigning Assistants ⓘ

Your Assistants and Travel Arrangers

[+ Add an Assistant](#)

Assistant	Can book travel?	Update/Delete
Maldonado, Dora S.	Can book travel? ☒	
Escalante, Marcela I. (Primary Travel Asst.)	Can book travel? ☒	

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

Caraveo, Darrylene H.

☐ Can book travel for me

☐ Is my primary assistant for travel*

*Individuals/Groups with **no work phone number in their profile** cannot be designated as primary assistant for travel.



Save

Cancel

Request Delegates

Delegates

Delegate For

Add

Save

Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

☐	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails
☐	Maldonado, Dora dora.maldonado@utrgv.edu	☒	☒	☒	☒	☐	☒

Expense Delegates

Delegates

Delegate For

Add

Save

Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

☐	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Email
☐	Maldonado, Dora dora.maldonado@utrgv.edu	☒	☒	☒	☒	☐	☒

You're all set!